

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

**INITIAL ELECTRONIC CASE FILING
ORDER**

This case has been designated for the Court's Electronic Case Filing (ECF) Program and this order will be docketed in that case.

ORDERED: that counsel shall:

- **File** within **24 hours**, the initial pleading in this case, in Portable Document Format (PDF) on a disk, or e-mail the filing to: **dcd_cmecf@dcd.uscourts.gov**. Counsel must also serve this Order and the e-filer registration forms on all parties in the case.
- **Register** to become an electronic filer by completing the ECF registration form and returning it to the Court. The Clerk's Office will EMail your ECF login ID and Password. If counsel has already registered in another case, do not register again.
- Electronically **File** all subsequent papers in this case.
- Have a **PACER** account (Public Access to Court Electronic Records), in order to view dockets and documents. If your office already has a PACER account, use that account. It is not necessary to have a CM/ECF account to view documents. Call 800-676-6856 or visit **www.pacer.psc.uscourts.gov** for additional information.
- **Check** the docket by entering the Court's CM/ECF Internet site (**www.dcd.uscourts.gov**), clicking on the **Case Management/Electronic Case Filing System** hyperlink, and logging in with your **PACER** login and password. Counsel is accountable for updates to the case.
- **Schedule training** within three weeks after the date of the initial filing. Contact Joe Burgess at (202) 354-3172, to schedule training. Filing instructions and an interactive tutorial can be found by entering the Court's Internet site (**www.dcd.uscourts.gov**) and clicking on the hyperlink to **Electronic Case Filing**.

CASE NUMBER 1:03CV01691

JUDGE: Ricardo M. Urbina

DECK TYPE: Employment Discrimination

DATE STAMP: 08/08/2003

URBINA, J. RMU

United States District Judge

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

ELECTRONIC CASE FILES
Attorney/Participant Registration Form

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system and to subscribe to the ECF EMail (Listserver) notification service. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the ECF system. Listserver subscribers receive email messages whenever the Court wishes to notify them of pertinent information.

First/Middle/Last Name _____

Last four digits of Social Security Number _____

DC Bar ID#: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the ***U.S. District Court for the District of Columbia***. It may be used to file and view electronic documents, docket sheets, and notices. Please contact Joe Burgess at (202) 354-3172, to schedule training.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the

court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete that password from the electronic filing system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
4. Attorneys must be active members of the bar of this Court to file pleadings electronically.

Please return this form to:

U.S. District Court for the District of Columbia
Attn: Attorney Admissions
333 Constitution Avenue NW, Room 1225
Washington, DC 20001

Or FAX to:

Joe Burgess
U.S. District Court for the District of Columbia
(202) 354-3023

Applicant's Signature

Full Last Name

Initial of
First Name

Last 4 Digits SS#

United States District Court for the District of Columbia Electronic Case Filing (ECF)

Congratulations! This case has been selected for Electronic Case Filing (ECF) and is now part of a new and exciting electronic case filing project. Using the Internet, ECF provides access to docket sheets and to most case documents. With ECF, documents may also be filed electronically over the Internet. Prospective users may go to the Court's ECF WebPage at <http://www.dcd.uscourts.gov/ecf.html> to learn more about ECF, view the ECF Users Manual, and conduct an ECF tutorial. Also, the Clerk's office provides training on the proper use of ECF and its procedures. If you wish to schedule ECF training, please contact Joe Burgess at 202-354-3172.

How Do I File Electronically?

Attorneys gain access to the Court's ECF system via the Internet and identify themselves by entering a Court-assigned user identification name and password. Next, attorneys must enter the case number for which their document is being filed, the name of the party for whom the document is being filed, and the type of document being submitted (motion, answer, reply, etc.). Then, the document is transmitted to the Court's server.

What Equipment Do I Need?

- A personal computer
- An Internet connection
- Netscape Navigator Version 4.X or Microsoft Explorer 5.X
- Adobe Acrobat (Version 3.0 or higher) or WordPerfect (Version 9.0 or 10.0)
- Document Scanner

How Do I Get Trained On ECF?

ECF Training is conducted every Tuesday and Thursday

- Times: 10AM or 2PM
- Duration: 1 to 2 hours
- Location: U.S. District Courthouse, First Floor
- Contact Joe Burgess at 202-354-3172, to schedule training.

Who Do I Contact If I Have Questions About ECF?

- | | |
|--|--------------|
| • Greg Hughes, Chief Deputy for Operations | 202-354-3191 |
| • Angela Caesar-Mobley, Operations Manager | 202-354-3181 |
| • Joe Burgess, Operations Manager | 202-354-3172 |

**The United States District Court
for the
District of Columbia**

Presents

ELECTRONIC CASE FILING TRAINING

**Every Tuesday and Thursday
10AM – 11:30AM
or
2PM – 3:30PM**

The United States District Court for the District of Columbia is directing attorneys to file documents electronically over the Internet in selected civil cases using the Court's new Electronic Case Filing (ECF) system. Eventually, all new civil cases filed with the Court will be ECF cases. In order to prepare attorneys for ECF, the Clerk's office is conducting ECF training classes every Tuesday and Thursday at the U.S. District Courthouse, 333 Constitution Avenue NW. Classes convene at 10 AM and 2 PM.

After completing an ECF class, attending attorneys and their staff will have sufficient knowledge and skills to successfully use the Electronic Case Filing system. ECF instructional topics include:

- Preparing documents for electronic filing
- Electronically filing documents
- Retrieving electronically filed documents
- Receiving notification of electronic filings
- Seeking help with electronic filing

Please call Joe Burgess at 202-354-3172, to schedule a training date and time at the District Courthouse. Seating is limited. Also, the Clerk's Office will deliver offsite training for attorneys and law firms at other times and locations. Contact Joe Burgess to discuss such an arrangement and the system requirements for offsite training.



Representing Management Exclusively in Workplace Law and Related Litigation

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MY EMAIL ADDRESS IS: WRIGHTT@JACKSONLEWIS.COM
MY DIRECT DIAL IS: (703) 821-4304

August 12, 2003

Jeff Schmidt
3003 Van Ness Street, NW
W406
Washington, DC 20008

Re: Jeff Schmidt v. American Institute of Physics
Case No.: 03CV01691

Dear Mr. Schmidt:

Enclosed is the Initial Electronic Case Filing Order issued with regard to the above captioned matter.

Very truly yours,

JACKSON LEWIS LLP

Teresa Burke Wright

/gf

Enclosures

cc: Wendy Mellk (w/encl.)